

**State of New Jersey — Department of the Treasury**  
**Division of Pensions and Benefits • PO Box 295 • Trenton, New Jersey 08625-0295 • (609) 292-7524**

**EMPLOYER CERTIFICATION FOR DISABILITY RETIREMENT**

1. **TO: Board of Trustees** (*Check appropriate fund*) ☐ PERS ☐ TPAF ☐ PFRS ☐ SPRS ☐ JRS

2. \_\_\_\_\_  
 NAME OF EMPLOYEE \_\_\_\_\_ NAME OF EMPLOYER \_\_\_\_\_  
 \_\_\_\_\_  
 TITLE (*Attach copy of job description - PERS only*) \_\_\_\_\_ EMPLOYER'S ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 SOCIAL SECURITY NUMBER \_\_\_\_\_ EMPLOYER'S ADDRESS (*Continued*) \_\_\_\_\_  
 \_\_\_\_\_  
 MEMBERSHIP NUMBER \_\_\_\_\_ EMPLOYER'S PHONE NUMBER \_\_\_\_\_

**TYPE OF DISABILITY RETIREMENT** (*Select One*) — ☐ ORDINARY ☐ ACCIDENTAL (*Give date of accident below*) \_\_\_\_\_

3. **EMPLOYEE STATUS** ☐ Full-Time ☐ Part-Time \_\_\_\_\_

4. **AUTHORIZED LEAVE OF ABSENCE**

☐ Paid Sick Leave - Dates from \_\_\_\_\_ to \_\_\_\_\_  
☐ Paid Personal Leave - Dates from \_\_\_\_\_ to \_\_\_\_\_  
☐ Unpaid Sick Leave - Dates from \_\_\_\_\_ to \_\_\_\_\_  
☐ Unpaid Personal Leave - Dates from \_\_\_\_\_ to \_\_\_\_\_  
☐ Temporary Disability Insurance - Dates from \_\_\_\_\_ to \_\_\_\_\_

5. **UNAUTHORIZED LEAVE OF ABSENCE** — Dates from \_\_\_\_\_ to \_\_\_\_\_

6. a) **Is the member currently on suspension?** ☐ NO ☐ YES *If yes, give date of suspension* \_\_\_\_\_

Is suspension ☐ PAID or ☐ UNPAID

b) **Is the applicant facing disciplinary action or indictment?** ☐ NO ☐ YES *If yes, attach copies of the preliminary and final notices of disciplinary action or their equivalents or a copy of the indictment.*

7. Was applicant dismissed? ☐ NO ☐ YES *If yes, give reason and date* \_\_\_\_\_

8. **IF THE EMPLOYEE IS FILING FOR AN ACCIDENTAL DISABILITY RETIREMENT, PLEASE COMPLETE THE SECTION BELOW**

a) Did this accident occur during the performance of the employee's duties? ☐ NO ☐ YES  
 b) Is a record of this accident on file? ☐ NO ☐ YES *If yes, attach copy of accident report, including any witness statements.*  
 c) Was this accident a result of the employee's negligence? ☐ NO ☐ YES  
 d) Has the employee filed a claim for Workers' Compensation? ☐ NO ☐ YES

If yes, dates of periodic payments from \_\_\_\_\_ to \_\_\_\_\_

NAME OF WORKERS' COMPENSATION CARRIER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CLAIM NUMBER \_\_\_\_\_

**CERTIFICATION OF SERVICE AND FINAL SALARY**

9. Date employee's service terminated (*Applicant will not render any service to or earn salaries, wages, fees or other compensation from this agency after this date.*) \_\_\_\_\_
10. Base salary subject to pension fund contributions paid for the last full year of service ending on the date of termination (*line 9 above*); please list number of months at a particular salary and show a total of 12 months for a 12-month employee or 10 months for a 10-month employee.

TOTAL

# \_\_\_\_\_ months @ \$ \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ months @ \$ \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ months @ \$ \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ months @ \$ \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL BASE SALARY PAID FOR LAST YEAR OF SERVICE \$ \_\_\_\_\_

11. Has member received a significant annual salary increase in the last 3 years of employment? ☐ NO ☐ YES *If yes, please provide a detailed explanation with documentation such as salary guides and employment contracts and ruling body minutes.*
12. Has there been any retroactive salary paid to the employee within the past three years? ☐ NO ☐ YES *If yes, please describe below:*

AMOUNT OF PAYMENT	DATE OF PAYMENT	COVERING THE DATES (FROM - TO)	PENSION DEDUCTION	NEW ANNUAL BASE
\$		TO	\$	\$
\$		TO	\$	\$
\$		TO	\$	\$

13. The following deductions have been made or will be made from the member's base salary during the final two quarterly periods including the quarter in which service terminated (see QUARTERLY REPORT OF CONTRIBUTIONS).

**State biweekly reporting agencies should attach a screen print of TREADHOC biweekly certification with salaries projected until termination date in lieu of Item 13.**

QUARTER ENDING	BASE SALARY SUBJECT TO CONTRIBUTIONS THIS QUARTER		PENSION CONTRIBUTION		LOAN REPAYMENT		BACK DEDUCTIONS		ARREARS AND/OR PURCHASES		TOTAL PENSION DEDUCTIONS	
							NO. PAYMENTS	AMOUNT				
	\$		\$		\$			\$	\$		\$	
	\$		\$		\$			\$	\$		\$	

✓ **CHECKLIST — The following items *must* accompany this form:**

- \_\_\_\_\_ 1. Job Description (mandatory - PERS only)
- \_\_\_\_\_ 2. Copies of indictments, convictions, and/or preliminary and final notices of disciplinary action. (If Question #6 is answered yes.)
- \_\_\_\_\_ 3. Copies of accident reports, incident reports, witness statements, medical records relating to the incident, and other related documents (Accidental Disability only).
- \_\_\_\_\_ 4. Copies of Workers' Compensation awards (*Accidental* Disability only).

Name of Certifying Officer \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

By signing this statement I am certifying, under penalty of perjury, to the truthfulness of the information contained herein.

Certifying Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** If a member of the retirement system qualifies for periodic benefits payable under the Workers' Compensation law during the course of active employment, regular pension contributions must be paid to the system by the employer. The payments are computed on the base salary paid immediately prior to the receipt of Workers' Compensation benefits. These payments are credited to the member's account in the system and will be treated as employee contributions for all benefit or claim purposes.